



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.12	Shift Trades	PAGE: 1 OF 2
Effective: 07/01/2001	Authorized: John Filer, Chief	
Revised: 11/26/2019	Authorized: William Stephens, Director	
This SOP was revised and approved through the Department's SOP Committee.		

101.12.01 Purpose

To establish procedures for shift trades.

101.12.02 Policy

1. Shift trades are permissible so long as:
 - a. They are performed within a ninety (90) day time period,
 - b. They do not result in overtime;
 - c. All shift trades are hour for hour;
 - d. They are approved by an EMS Operations Captain; MDO's may approve shift trade requests at the discretion of the Operations Captain;
 - e. They do not result in an employee exceeding the permissible number of consecutive hours worked.
2. Unless held-over by emergency situations, personnel of the EMS and Special Operations Divisions are not permitted to work in excess of thirty-six (36) hours in a row. These hours are inclusive of scheduled shifts, shift trades, training hours, collateral duty assignments (TEMS, Hazmat, Marine Unit, etc.) and special event standbys.
3. A shift trade cannot be performed on an employee's last scheduled shift prior to their official date of resignation.
4. Personnel may perform a shift trade into a vacant shift. If the shift the employee is vacating occurs less than two weeks from the vacated shift, the employee must find appropriate coverage for their own shift. Appropriate coverage is dependent upon the availability of leave.
5. Employees submitting a shift trade will not be permitted to swap hours in which they are already responsible due to a previous shift trade. (i.e., you can't swap a shift trade).
6. Personnel may not perform shift trades with awarded overtime shifts.

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101.12.03 Procedure

1. Shift trades are to be submitted in Snap Schedule.
2. All shift trades must be submitted for approval prior to the swap occurring. Once the status of a shift trade request shows as "Complete, pending approval" it will be evaluated by the Operations Captain.
3. Once the shift trade is posted in Snap Schedule it is final.
4. Shift trades should be received at least forty-eight (48) hours in advance and will be accepted seven (7) days a week. Submission of a shift trade less than forty-eight (48) hours away requires the employee to notify the Operations Captain.
5. Shift trades may be performed with part time employees as long as the shift trade is completed in its entirety within the same pay period.